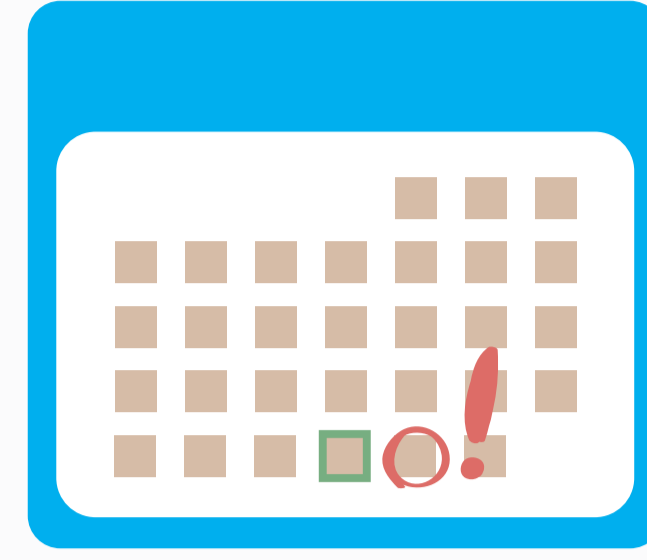


# 10 Tips to Declutter Your Law Office

*Get organized to boost your mood and efficiency! Cleaning up the clutter in your workspace makes it easy to find what you need, creates a good impression, and reduces stress.*

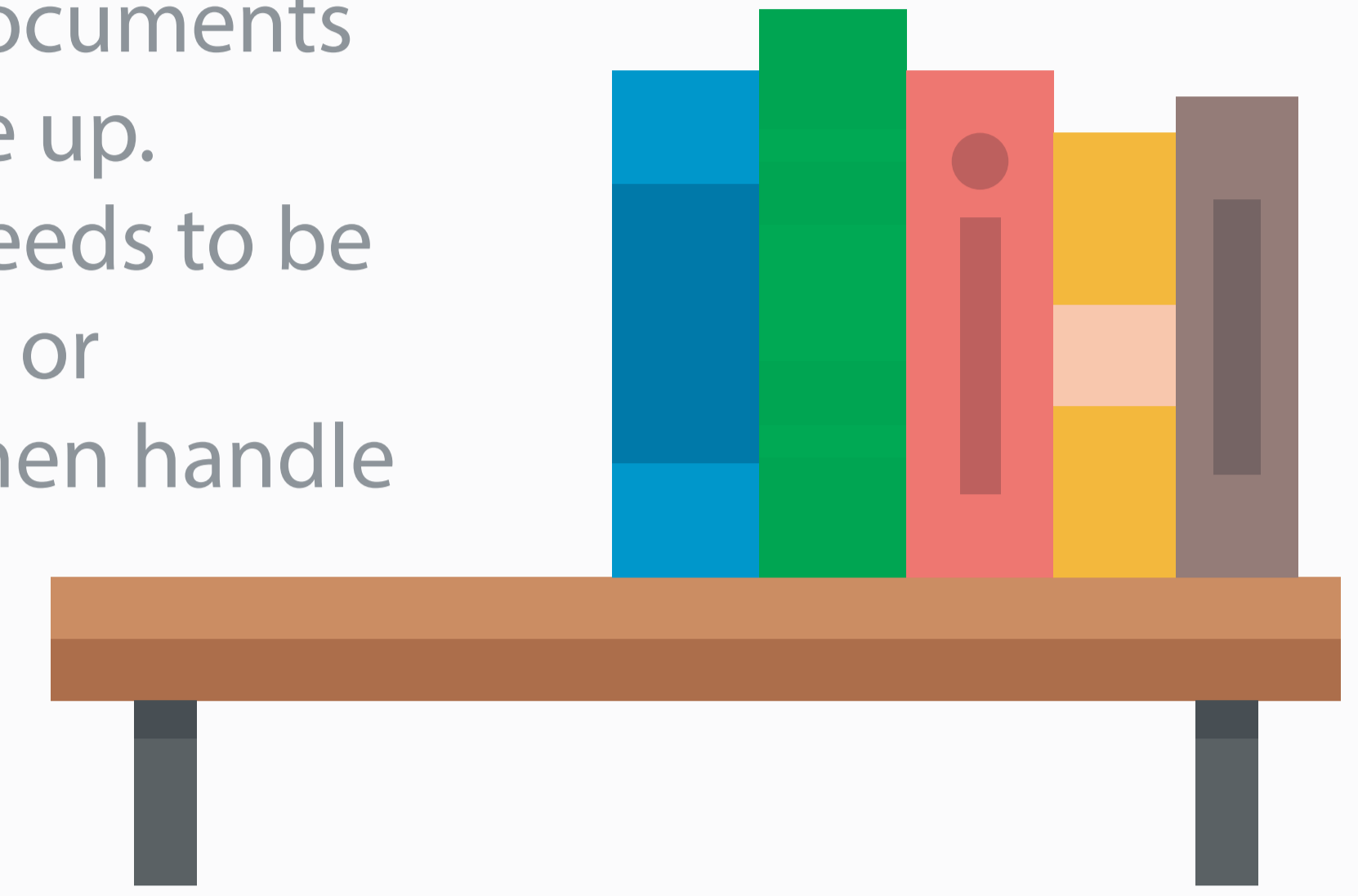
## 1 Put it on the calendar.

Set dedicated time on your calendar to organize, even if it's off-hours or spread out over several days or weeks.



## 2 Go through all your paperwork.

Even if you're "paperless", the stacks of documents can quickly pile up. Decide what needs to be kept, shredded or scanned and then handle accordingly.



## 3 File away.

Make sure your filing system is clearly defined and put any necessary documents in their appropriate location, spot-checking along the way to make sure they're accurate.



## 4 Get rid of unnecessary records.

See what is outside of record retention requirements and save yourself valuable storage space by scanning then shredding it.

## 5 Clean out your desk.

Additional notebooks, old pens, notes written on scraps of paper, old electronics chargers, the six paperweights...it all adds up. This becomes physical clutter as well as mental clutter over time.



## 6 Organize your digital files.

Sort all files in their appropriate folders and delete any unnecessary ones.

## 7 Tame your cables.

Unruly wires can make even the neatest of offices seem like a mess. Use cord holders and organizers to turn even the biggest jumble of cords into a visual success.

## 8 Sort by category.

Put like items and supplies together. By storing them in the same location, you'll cut down on clutter and improve efficiency.

## 9 Put away what you don't use often.

Put away the items that you don't use on a regular basis. If you feel like you'll still need them often, keep them close and easily accessible but out of sight.

## 10 Invest in the right supplies.

The right bins, containers, and folders can do wonders for keeping everything readily available and tidy. Without them, it can be easy to fall back into clutter and chaos.

